

IT INVESTMENT MANAGEMENT - CONTROL (2.0)
USER AND SYSTEM ACCEPTANCE TESTING STAGE (2.5)

Number	Phase/Stage/Task	Process Description
2.5	Acceptance Testing Stage	<p>Entrance Criteria: The Acceptance Stage entrance criteria is a signed <i>Test Readiness Review Memorandum</i> received from the Project Sponsor with no unresolved action items.</p> <p>Purpose: The purpose of the Acceptance Testing Stage is to:</p> <ul style="list-style-type: none"> • Verify that the system meets the certified user and functional requirements • Certify that the system meets security requirements • Prepare user documentation and training materials and verify that they are accepted by the user • Conduct interoperability and integration testing with other National level systems, as well as network testing • Conduct a deployment readiness review to ensure that the system and all supporting documentation are ready for a successful transition and deployment. <p>Exit Criteria: <i>The exit criteria for the Acceptance Stage is a completed and signed Transition/ Deployment Readiness Review Memorandum with all action items resolved. The SCO, on behalf of the Sponsor, will develop a draft Transition/ Deployment Readiness Review Memorandum for the Project Sponsor. The Sponsor will finalize and sign the Transition/ Deployment Readiness Review Memorandum and forward it to the Project Manager, with a courtesy copy being sent to the ADs IRM Advisor and the SCO.</i></p>
		Decisions (Go/NoGo Points) :
		Deliverables:
		Time Frames:
		Who's Involved :

Number	Phase/Stage/Task	Process Description
2.5.1	Project Team finalizes user documentation and training materials	Purpose: <i>To ensure that the user documentation and training materials provide clear and concise instructions to guide the user through interactions with the system.</i>
		Deliverables:
		Time Frames:
		Who's Involved:
2.5.2	Project Manager conducts User Acceptance Testing	Purpose: <i>User Acceptance Testing allows the Project Sponsor and/or representatives to approve the results of the software implementation, as well as user documentation and training materials. Problems detected in either the software, documentation, or training materials are documented on an Acceptance Problem Report (APR) and returned to testing and development for diagnosis and correction.</i>
		Deliverables:
		Time Frames:
		Who's Involved:
2.5.3	Project Manager submits National Configuration Management submission package to the NCM lead	Purpose: <i>When the application developers finish creating the programs, the software is turned over to the National Test Lab for an independent evaluation before it is released into the production environment. To complete this step, a NCM submission package is prepared and sent to the NCM lead.</i>
		Deliverables: <i>The Turnover Package includes:</i> <ul style="list-style-type: none"> • <i>User Requirements and Functional Requirements</i> • <i>Program specifications</i> • <i>Unit and Integration tested software components, compiled and error-free (the Test/Build Baseline)</i>
		Time Frames:
		Who's Involved: <i>Project Manager</i>

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2.5.4	National Test Lab conducts final System Acceptance testing	<p>Purpose: <i>System Acceptance Testing ensures that:</i></p> <ul style="list-style-type: none"> • <i>The system meets user and functional requirements</i> • <i>All hardware works as an integrated system</i> • <i>All software executes as intended, including checkpoint and restart logic</i> • <i>All communication links work properly</i> • <i>Service level agreement can be met, if applicable</i> • <i>Documentation agrees with and supports the use of the system</i> <p><i>System Acceptance Testing may include Regression Tests, Unit Tests, Integration Tests, End-to-End System Testing, and Disaster Recovery Testing. Any problems detected must be documented in a Test Problem Report (TPR). If software modifications are required, the application developers will make the corrections and resubmit the corrected components for testing.</i></p>
		Deliverables: <i>Test Reports (TR)</i>
		Time Frames:
		Who's Involved:
2.5.5	National Test Lab prepare a Version Description Document	<p>Purpose: <i>The next step is to deploy the developed software in accordance with the current Project Plan and the Transition/Deployment Plan. This step includes issuing an Version Description Document (VDD), which is sent to all affected organizations. This notice contains:</i></p> <ul style="list-style-type: none"> • <i>How the system will affect the users and field sites and what they need to do to prepare</i> • <i>Notification of scheduled date and time of deployment and related activities</i> • <i>Notification if the new system replaces an existing system</i> • <i>Activities to be performed by the users or fields sites as part of implementation</i> • <i>The names and telephone numbers of support personnel who can answer questions and resolve problems related to deployment of the system</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Project Manager, Integrated Project Team and the National Configuration Manager.</i>

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2.5.6	Project Manager and Project Team update Project Plan	Purpose: <i>Before entering the Transition/Deployment Readiness Review, the project plan must be evaluated and revised where appropriate.</i>
		Deliverables:
		Time Frames:
		Who's Involved:
2.5.7	Project Manager and Project Team prepare for Transition / Deployment Readiness Review	Purpose: <i>The Project Manager and Integrated Project Team need to ensure that the Transition/Deployment Readiness Review will be successful. This is the final step in the Acceptance Stage. This major go/no-go decision point is used to verify that the system meets all certified user and functional requirements and gives management the confidence that the system is ready for deployment.</i>
		Deliverables:
		Time Frames:
		Who's Involved:
2.5.8	Project Manager leads Transition / Deployment Readiness Review	Purpose: <i>During the Transition/Deployment Readiness Review, the Integrated Project Team presents evidence that:</i> <ul style="list-style-type: none"> • <i>All required work products are available and up-to-date</i> • <i>The project's implementation plans are realistic</i> • <i>The Test/Build Baseline is complete, correct, and verified</i> • <i>The TPRs and APRs have been completed, accepted by the user, or a plan put in place to correct the problem</i> • <i>All affected support organizations are aware of, and in agreement with, the schedules defined</i> • <i>Quality assurance reviews have been planned for the next phase</i>
		<i>To present this evidence, the Project Team uses:</i>
		<ul style="list-style-type: none"> • <i>Security Test Results</i> • <i>User Documentation and Training materials and plans</i> • <i>Security Certification</i> • <i>Implementation and Evaluation Process intended to be used</i> • <i>Implementation and Conversion Plans</i> • <i>Cost and Schedule status</i>
		Deliverables:
		Time Frames:
		Who's Involved:

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2.5.8.1	Action Items from Transition / Deployment Readiness Review are tracked and reported to the SCO	<i>Purpose: Action items generated from the review will be assigned to a responsible party and tracked by the Project Manager. The Project Manager will monitor and report to the SCO when each action items has been completed.</i>
		Deliverables:
		Time Frames:
		Who's Involved:
2.5.9	Project Manager prepares Transition/Deployment Readiness Review findings and recommendations	<i>Purpose: The Project Manager prepares his/her findings and recommendation Transition/Deployment Readiness Review. This is done to communicate to the Project Sponsor any issues pertaining to the deployment of the system.</i>
		Deliverables:
		Time Frames:
		Who's Involved:
2.5.10	Project Sponsor reviews findings and recommendations	<i>Purpose: The Project Sponsor reviews the findings and recommendations of the Project Manager in order to make a decision on deployment.</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Project Sponsor</i>
2.5.11	Project Sponsor accepts findings and recommendations from Transition/Deployment Readiness Review	<i>Purpose: Upon completion of the review, the Project Sponsor decides one of the following:</i> <ul style="list-style-type: none"> • Approval - Acceptance Testing is satisfactory and decides to continue the project • Limited Approval - Action items require closure before the project can proceed • Returned - Acceptance Testing results are unacceptable and must be redone and/or the Test/Build Baseline or functionality is deficient, and the project must be re-approved after negotiation with the Project Sponsor, senior management, and/or the ITIB, as appropriate
		Deliverables:

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2.5.12	Project Manager prepares draft Transition/Deployment Readiness Review Memorandum	Time Frames:
		Who's Involved:
		Purpose: <i>Based on the Project Sponsor's approval of the Transition/Deployment Readiness Review findings and recommendations, the Project Manager prepares a draft Transition/Deployment Readiness Review Memorandum for the Sponsor's signature. The project can not proceed to the next stage without the Transition Deployment Readiness Review Memorandum so it is in the Project Manager's best interest to see that the Project Sponsor's documents their concurrence with the findings and recommendations of the Test Readiness Review.</i>
		Deliverables: <i>A draft Transition/Deployment Readiness Review Memorandum</i>
		Time Frames:
2.5.13	Project Manager sends draft Transition/Deployment Readiness Review Memorandum to Project Sponsor	Who's Involved: <i>Project Manager</i>
		Purpose: <i>The draft Transition Deployment Readiness Review Memorandum is transmitted to the Project Sponsor for signature.</i>
		Deliverables:
		Time Frames:
2.5.14	Project Sponsor reviews Transition/Deployment Readiness Review Memorandum	Who's Involved: <i>Project Manager</i>
		Purpose: <i>The Project Sponsor reviews the Transition Deployment Readiness Review Memorandum. The Project Sponsor may change the wording but should not change the findings and recommendations from the Test Readiness Review.</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Project Sponsor</i>

Number	Phase/Stage/Task	Process Description
2.5.15	Project Sponsor signs and sends final <i>Transition/Deployment Readiness Review Memorandum</i> back to Project Manager	Purpose: <i>The Project Sponsor signs and returns the Transition/Deployment Readiness Review Memorandum to the Project Manager for documentation to the Project file.</i>
		Deliverables: <i>Transition/ Deployment Readiness Review Memorandum</i>
		Time Frames:
		Who's Involved: <i>Project Sponsor and Project Manager</i>